



## **DEPUTY CHIEF OF ADULT AND JUVENILE SERVICES**

**DEFINITION:** Under general direction of the Chief Probation Officer, plans, organizes, and directs the program activities of adult and juvenile probation services and performs related duties as required. This position is an integral member of the Probation Department's management team.

**ESSENTIAL JOB DUTIES:** Recommends and implements the development of policies and procedures within the framework of adult and juvenile court laws; develops, administers, and evaluate juvenile and adult divisions' investigations and supervision programs; maintains effective working relationships with law enforcement agencies, County Mental Health, Alcohol and Other Drug Services, and Public Health divisions of the Health and Human Services Agency; provides guidance in unusual situations and emergencies; directs, supervises, and evaluates the adult and juvenile divisions staff; assists with hiring and discipline; develops and manages the departmental budget; keeps records and writes reports; conducts and coordinates general staff orientation and training programs; coordinates with the Chief Probation Officer the day-to-day operation of both the adult and juvenile divisions; develops grant applications and administers grant awards; other related duties as assigned.

The applicant must be able to Climb and descend stairs while walking or running; lift and carry objects weighing up to 25 pounds; bend, extend, and twist body in course of duties; physically defend self (using hands and arms, or feet) against an attacking probationer or other individual; physically subdue and restrain and handcuff resisting probationers and, using lifting motion, assist handcuffed individual from a prone position and his/her feet or into seat of vehicle; use hands and fingers to search; drive a motor vehicle.

**EMPLOYMENT STANDARDS:** Graduation from a four-year college or university with major coursework in a behavioral science, public administration, administration of justice or a closely related field; **PLUS** six (6) years of experience in County Probation with at least three (3) years in Juvenile Field Services and two (2) years of administrative or supervisory experience.

**Knowledge and Abilities:** Interpret policies, procedures, and regulations; analyze data and prepare reports; principles of training, evaluation and supervision of staff; budget development and monitoring; conflict resolution; complete multiple priority projects with

conflicting deadlines; communicate effectively with others in person and over the telephone; operate personal computer and other office equipment.

**Special requirements:** Must be eligible for peace officer status under Penal Code Section 830.5. Certain positions may be required to carry firearms pursuant to Penal Code 830.5. Must possess certifications to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure; must possess Board of Corrections Certificate for Deputy Probation Officer Core Training and evidence of continued compliance with annual training requirements. Must successfully complete a pre-employment background investigation, psychological examination, and physical examination, including drug screen, prior to employment. Must possess an operator's license issued by the State Department of Motor Vehicles.

**NEPOTISM POLICY:** A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening and oral interview.